



**PTAC 1302 142CL**  
**Introduction To Process Technology**  
**Spring 2022**  
**M – 8:00AM – 10:50AM**

**Instructor Information:**

D. Lewis  
[dlewis22@com.edu](mailto:dlewis22@com.edu)  
4099338607

**Student hours and location:**

Monday 11am-12pm & 1pm-3pm  
Tuesday 11am-12pm  
Wednesday 11am-1pm & 1pm-3pm  
Thursday 1pm-1:30pm

**Required Textbook/Materials:**

Intro to Process Technology - by "NAPTA" Textbook Second Edition  
ISBN# 0-13-480824-X

**Course Description:**

Process Technology I – Introduction to Process Technology is one of the eight core courses in the Process Technology Alliance curriculum, sponsored by the North American Process Technology Alliance (NAPTA, formerly GCPTA). The two-year program has been created to train students for careers as process technicians in the chemical and refining process industries.

This course is designed to give the class member an introductory review of the equipment necessary in the process industries. It will cover the how and why basics of equipment, such as piping, valves, pumps, heat exchangers, turbines, compressors, and instruments. This course provides the background necessary for both the Systems and Unit Operations courses.

Upon completion of this course, students should be able to continue with the core courses for the PTEC program with the basic foundation required to understand why and how a plant works. The student will learn these techniques by class discussions of equipment details, their many types, their theory of operations, in-class demonstrations of the equipment and systems such as

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the PTEC Glycol Separation Unit (GSU), by assigned homework, and other assignments as required.

**Course requirements:**

This is based on completion of all Assignments and Exams (Tests) on time.

**Determination of Course Grade/Detailed Grading Formula:** (methods of evaluation to be employed to include a variety of means to evaluate student performance)

**Late Work, Make-Up, and Extra-Credit Policy:**

Make-up exams should be scheduled with your instructor ASAP (prior to the exam).

**There will not be a make up for the Final Test (#4).** No student may take more than one make-up exam.

**Attendance Policy:**

Students are required to be in class on their scheduled days. Students who miss 6 classes may be dropped at the instructors discretion.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

| <b>Student Learner Outcome</b>  | <b>Maps to SCANS Competencies</b>                           | <b>Assessed via this Assignment</b>   |
|---|---|---|
| Describe the roles, responsibilities, safety, environmental, and quality concepts associated with the work environment of a processtechnician | Reading, writing, Listening, Critical Thinking              | Study of the related chapters in the textbook covering said topics and followed up with testing |
| Identify basic processes, equipment and systems.  | Reading, Writing, Critical Thinking, Mathematical Literacy. | Written testing and "Hands-On" identification of equipment.                                     |

**Academic Dishonesty:**

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on assignments (copying someone else’s assignments in part or in full) or exams is an extremely serious offense and will result in a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Student Concerns:**

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the PTEC Department Chair (Mr. Derrick Lewis / (409) 933- 8607 [dlewis22@com.edu](mailto:dlewis22@com.edu)).

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**Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their

appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott’s May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.

| <b>Week#</b> | <b>Topic</b>  | <b>Reading Assignments &amp; Homework Due Dates</b>   |
|--------------|---|---|
| 1            | Syllabus Discussion / Classroom rules and expectations /Ch 1 Discussion | Reading assignment Ch. 1  |
|              | Discussion Ch. 2-7 / Begin Discussion On Ch.8 Teams                     | Assign Topics and Groups JSA Assignment For Test Grade  |
| 2            | Cont. Ch. 8 Discussion  | Group JSA Assignment For Test Grade   |
|              | Finish JSA Assignment   | Group JSA Assignment Due by End of Class<br>Reading assignment Ch. 13 Process Drawings<br>Reading Assignment Ch. 14 Piping and Valves |
| 3            | Discussion Ch. 13 and 14 Process Drawings, Piping, and Valves           | Reading assignments Ch. 13-15   |
|              | Discussion Ch. 15 Vessels   | Reading assignments Ch. 13-15   |
| 4            | Review Ch. 13, 14, and 15   | Reading assignments Ch. 13-15   |
|              | Test over Ch. 13, 14, and 15  | Reading Assignment Ch. 16-17  |
| 5            | Discussion Ch. 16-17  | Reading Assignment Ch. 16-17  |
|              | Discussion Ch. 16-17  | Reading Assignment Ch. 18   |
| 6            | Discussion Ch. 18   | Reading Assignment Ch. 16, 17, and 18   |
|              | Review Ch. 16, 17, and 18   | Reading Assignment Ch. 16, 17, and 18   |
| 7            | Test Ch. 16, 17, and 18   | Reading Assignment Ch. 19-20  |
|              | Discussion Ch. 19-20  | Reading Assignment Ch. 19-21  |
| 8            | Discussion Ch. 19-21  | Reading Assignment Ch. 19-21  |
|              | Discussion Ch. 19-21  | Reading Assignment Ch. 19-21  |
| 9            | Review  | Reading Assignment Ch. 19-21  |
|              | Test Ch. 19- 21   | Reading Assignment Ch. 22-23  |
| 10           | Discussion Ch. 22-23  | Reading Assignment Ch. 22-23  |

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|    | Discussion Ch. 22-23 | Reading Assignment Ch. 22-23 |
| 11 | Discussion Ch. 22-23 | Reading Assignment Ch. 22-23 |
|    | Discussion Ch. 22-23 | Reading Assignment Ch. 22-23 |
| 12 | Review               | Reading Assignment Ch. 22-23 |
|    |                      |                              |
| 13 | Test Ch. 22-23       | Reading assignment Ch. 24    |
|    | Discussion Ch. 24    | Reading assignment Ch. 24-26 |
| 14 | Discussion Ch. 24    | Reading assignment Ch. 24-26 |
|    | Discussion Ch. 24    | Reading assignment Ch. 24-26 |
| 15 | Discussion Ch. 25-26 | Reading assignment Ch. 24-26 |
|    | Discussion Ch. 25-26 | Reading assignment Ch. 24-26 |
| 16 | Test. Ch. 24-26      |                              |
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Schedule may change at instructors' discretion